



# TOWN OF MANCHESTER



## POSITION AVAILABLE

**LAND RECORDS CLERK II**  
**37.50 hours per week**  
**\$36,474**

**CLOSING DATE: FRIDAY, OCTOBER 31, 2014**

(Applications must be received in the Human Resources Department by 4:30 p.m.)

**SUMMARY OF POSITION:** Performs responsible and varied administrative and clerical work in recording vital statistics, land records, election information and other records. Issues various licenses and permits. Interprets land records requiring indexing and notations. Provides information to the public requiring a knowledge of department programs and procedures.

**DESIRABLE KNOWLEDGE AND SKILLS:** Knowledge of basic office procedures, including filing, scheduling, posting and basic bookkeeping; ability to type accurately; ability to operate data and word processing equipment. Ability to follow written and oral instructions and work independently as necessary. Knowledge of laws, regulations and procedures pertaining to mission of assigned department. Knowledge of election procedure and primary laws. Ability to maintain accurate files and records. Ability to perform accurate mathematical computations. Ability to establish and maintain effective working relationships with coworkers.

**MINIMUM QUALIFICATIONS:** High School diploma and two (2) years experience in general office work, including some experience in working with real estate or land records.

**EXAMINATION WILL CONSIST OF:**

<u>Parts</u>	<u>Weight</u>	<u>Passing Score</u>
Written Examination	100%	70%
Keyboard Assessment	Pass/Fail	40 w.p.m.

Applications and job descriptions are available in the Human Resources Department, 41 Center, Street, P.O. Box 191, Manchester, CT 06045-0191 or by calling the Recruitment Information Line (860) 647-3170 or visit our website at: <http://hr.manchesterct.gov/>. Applications must be received in the Human Resources Department by 4:30 p.m. on Friday, October 31, 2014 or must be postmarked by Friday, October 31, 2014. The Town reserves the right to limit the number of applications it accepts. **No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

*The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.*